

**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
COUNTY OF NEWPORT**

The Town Council of the Town of Tiverton, County and State aforesaid held a Workshop on Wednesday, the 20th day of November 2013 at the Tiverton Town Hall, 343 Highland Road at 7:00p.m.

MEMBERS PRESENT:

Councilor President Roderick, Vice-President deMedeiros, Councilor Arruda, Councilor Chabot, Councilor Gerlach, Councilor Lambert and Councilor Pelletier
Interim Town Administrator Mello was also present.

1. Call To Order

President Roderick called the Council to order with a pledge of allegiance to the flag and roll call.

2. Discussion of FY 2014/2015 Budget and Five Year Capital Plan with Departments

- a. Tax Collector
- b. Planning Board and Planning Department
- c. Police Department

Tax Collector- Toni Lyn McGowan

Tax Collector Toni Lynn McGowan

Put in 2% increase for personal salary. AFSCME one full time per contract 22.35 per hr. One part timer at 21.38 shared with Assessor. Longevity changed due to part timer reaching 15 years. Increase of 228 represents longevity at 6% of salary. Rossi collection really just guessing game depends how much they collect, cut by 1000. Tax bills printing over 4,000. Postage 5,730 including delinquent notices. Share computer maintenance with Dave Robert.

Tax sale offsets cost of sale for those properties acquired by Town included in detail on last page showed a two year comparison which was in negative. Treasurer felt not best way to record and is working on recording a separate line for redemptions. Confusion as to what actual personal salary making on prior budgets.

Councilor Pelletier requested a 5 year analysis of accounts. Councilor Lambert questioned the auto tax and collection services. Ms. McGowan explained does not turn over to Rossi collection until past 2 years in arrears. Paying Rossi 20% of what they collect. Registrations get blocked at DMV. Prior to sending to collection agency have already mailed out a number of delinquent notices.

Councilor Gerlach questioned software upgrades. Ms. McGowan started automatic debit program for payment to reduce traffic in office through Opel system and process of ACH system helps to prevent delinquency.

Councilor Chabot commented salary line budget last year of 28,500 but received raise actual 29,942 received on July 1st anniversary date. Councilor Roderick stated budgeted doesn't have to be given. Councilor Chabot concern if line item there and approved by FTR and if will be shown under future needs.

Councilors discussed different ways to include funds for flexibility in awarding raises including what Council prior agreed to creating a raise pool discounted by 15 or 20% so as not same across the board, more flexibility and leverage.

7:30 - Kate Michaud and Steve Hughes, Planning Board Chairman

Planning Board Department Budget

Ms. Michaud explained the Dept Manager salary this year actually expended due to current arrangement since 4/2012 which was to be a 6 month arrangement. Management salary budgeted at 20K and actual expended based on current year was 27,040 but Mr. Goncalo was aware. Also full AFSCME clerical budgeted at 35,594 actually project 24,640. Both salary lines used to fund temporary agreement with union and Administrator until permanent position filled. Recommending same funding for next year. Previous Planner salary was 67,600. Lot of the budget under Planning Dept based on policy, without permanent arrangement hard to budget.

Discussion followed on budgeting for full time permanent Planner and clerical staff. Councilor deMedeiros suggested budgeting for full time Planner. Councilors Gerlach, Roderick, Arruda and Pelletier agreed. Ms. Michaud informed she is a currently member of American Planning Association (APA) with annual dues of 388. As a member and due to experience and educational background could apply to become eligible for AICP American Institute of Certified Planers exam. If AICP certification is anticipated, budget request should be increased to 2000 to cover exam and prep fees. A huge commitment to study, etc so need to know direction going. Test held twice a year in the spring and in the fall, requires lot of work and study, needs time to commit to exam.

Continuing with rest of budget other than salary and longevity a minimal increase other than computer upgrades. Increase of 1500 in that account to provide computer for any new personnel hired. Planner's current lap top older model Mac and not compatible with any other systems in Town. Telephone reduced 100 cancelled line not used by EDC no staff. Ms. Michaud does minutes at meetings for EDC. Under capital expenses 8000 for plotter. Large format copies would share with Building Dept. Currently go to print shops for recorded document copies and since can't leave originals at the print shop need to wait. Would have been helpful with zoning board Site Ready appeal. Have been discussing for few years, don't feel should hold off any longer.

Councilor Pelletier requested listing of all assets.

Steve Hughes, Planning Board Chairman

Planning Board Budget

Administrative Officer requesting increase to 8,000, very important position, signs off on administrative sub divisions, not a voting position on P/B. Consulting services 15,000 mainly for rewriting zoning, professional services reduced to 5,000. Commonwealth is reimbursed for charges but need the initial pay up front bills. Treasurer has set up new revenue account system for reimbursements on separate line item that will revert to a zero balance. Needed for amounts not reimbursed by client. Few new accounts; Comprehensive Plan Mapping, Comp Plan Advertising, Subdivision regulations amendment for advertising. Anticipate 2 amendments next year. Comp Plan Consultant update for 10K, RFP advertised and should be completed under funds with this year budget. Updating mapping, looks like Comp Plan completion around May 2015 has been extended.

Councilor Pelletier request change in title of A/O line item. Also in budget listed as personnel services and some personal services. Ms. Mello will change to Dept Manager Salary on all accounts. Councilor Chabot questioned the education seminar amount of 500. Steve Hughes responded that is seminar held by DEM and P/B members attend.

5 minute break

Police Chief Blakey

8:40 – Police Department Budget

Chief had submitted a 17 page detail on costs. Personal salary currently 82,820 and requesting increase to 85,208 close to 3%.

Councilor DeMedeiros requested actual salary numbers under this year's appropriation since always an issue with the Budget Committee and public as to what actually paying verses what is being voted on dockets. Councilor Chabot suggests getting everyone on an annual basis; all the different effective dates become messy and hard to follow. Councilor Roderick suggested should be budgeted a year prorated to date.

Chief continued, resource officer same scenario shared with School Department Councilor Pelletier we carry cost and School Dept credits transfer of funds for their share. Chief informed we pay 75% and school pays 25%. Councilor Pelletier questioned the difference of 10K. Chief will get back not sure if accurate, should be 4% raise per contract.

Councilor DeMedeiros questioned if adding any personnel other than the probationary officer. Chief responded new position due to call volume and time it takes to get people through the academy. Statistic shows rated 12th in state with violent crimes, felony second to Newport only, near Fall River. Have enough in current budget for new recruit & requested funds next year. In comparison to like communities they have 5/6 detectives, we have 3. Anticipate vacancy and want to be ready to go. Have 6 officers that could retire. If hire and send to academy in July won't see until March 2015. Have someone who passed tests, psychological, etc just need funding and he ready to go. Can take care of funding position currently with this year budget. Population growing, need manpower.

Continuing Page 5 overtime increase 10K with additional work other accounts minimal increases. Page 6 and 7 mandatory by contract rate increases for CCO's and officers. Detail breakdown shown for holiday, shift differential, out of rank and college incentives. AFSCME longevity at 6% of salary and police at 7.5% per contract.

Councilor deMedeiros concern with longevity. Councilor Pelletier commented Council has been somewhat successful in rolling back and capping for new hires, very difficult with negotiations. Councilor Pelletier questioned promotions of patrolman 1st, increase 2nd class and if just shuffling between ranks. On page 2 Councilor Chabot questioned unfunded liabilities request for 60K. Chief requesting because potentially 6 employees could retire but have no notice on any. Regarding the sick time buy out on page 4 and effect on unfunded liability, Chief recommended increase to 10 days since pay now or pay later.

Page 12 Chief explained clothing allowance per contract, uniform replacement same, medical expenses same, prisoner meals same. Page 14 relative to gasoline account the costs were set at a staff meeting with Mr. Goncalo at 3.35 heating, gas 3.40 and electric 5% increase over last year. Ammunition big

increase due to skyrocketing prices nearly doubled. Patrol rifles in trucks of cars. Many officers purchased themselves. Most accounts on that page remained the same. Radio maintain and software increase

Councilor Roderick questioned police and fire using different radio systems 800 and 400 frequencies. Page 15 contained detail. Page 16 animal control. Shelter is contractual on last year of 3yr contract, new owners honoring this year. Councilor Chabot questioned if any potential to bring services in house. Animal officer looking into cost to build own shelter. Councilor Lambert suggests speak with Barbara Pelletier who suggests there may be grants.

5 year Capital Improvement Plan (CIP)

This year requesting 2 cruisers to replace front line at 64K, complete paving of second half of parking lot at 35K replace jail security camera recording system at 25K, replace unmarked detective's high mileage vehicle at 18K, and institute a town wide emergency notification system Code Red costing 5K for use by Police, Fire and DPW. Councilor Pelletier questioned escalating price of cruisers Under next fiscal CIP 2015/2016 requesting covering cruisers, maintenance of building, technology and computer upgrades, replacement of Chief's car, replacement of weapons, tasers, various program equipment.

Chief also commented on building addition he has been trying to get accomplished for 3 years at approximately 175K; didn't go through, trying to renovate garage. Councilor Roderick will look all together and prioritize; building in good shape currently. Chabot questioned if fuel monitoring system is in place. Chief stated being worked on with DPW with about 400 gallons of fuel left, should be moved over shortly.

ADJOURNMENT:

Councilor Pelletier motioned, seconded by Councilor Gerlach to adjourn. The motion passed unanimously.

The meeting adjourned at approximately 10:25 p.m.

A True Copy.

ATTEST:

Nancy L. Mello, Town Clerk